

VULTURES POSITION DESCRIPTION

POSITION TITLE:	Youth Girls Coordinator
REPORTS TO:	Junior Football Director
DIRECT REPORTS:	Youth Girls Coaches & Team Managers
DEPARTMENT:	Football

POSITION PURPOSE:

The Youth Girls Coordinator assists in the administration, delivery, and promotion of football for females at the Club. The role adopts a holistic view to the on-going success of female football programs, ensuring they are well planned, well-resourced and run in an efficient and effective way.

In addition, they will play a key role in promoting the desired culture, values, and behaviours amongst Club members (and related groups) to ensure that the participation of females in football is sustainable in the longer term.

KEY RESPONSIBILITIES:

- Implement initiatives to recruit & retain participants, including coaches and other volunteers.
- Actively promote the Female Football Pathway to players, families, club members and schools.
- Establish links with local schools and other community organisations where females are present.
- Interact effectively with players, families, umpires, coaches and team managers.
- Help to reinforce relevant Codes of Conduct.
- Assist in the appointment of coaches and team managers.
- Promote player development with representative opportunities.
- Ensure all players are being catered for, regardless of level of experience or ability.
- Advocate for the improvement of facilities that help to promote female engagement.
- Liaise with representatives from AFL Queensland regarding female football when required.
- Attend Club meetings/events when required.
- Provide a written report to the Board of Management on the progress of Youth Girls Football prior to each monthly Board Meeting.

End of year hand over

Updating key documents

At the end of each year the Youth Girls Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Youth Girls Coordinator

An important responsibility of the outgoing Youth Girls Coordinator is to train, mentor and support the incoming Youth Girls Coordinator.



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ESSENTIAL SKILLS & REQUIREMENTS:

- Hold, or ability to obtain, a current volunteer 'working with children' check (Blue Card).
- Good interpersonal and presentation skills.
- Passion for the game, and particularly increasing opportunities for females.
- Trustworthy, responsible, and reliable.
- Ability to respond to queries in a prompt manner.
- Ability to interact with club officials, players and the wider public.
- Experience and/or knowledge of the football programs.
- Excellent written and verbal communication skills.

KEY RELATIONSHIPS:

- Junior Football Director.
- Junior Girls Coaches & Team Managers.
- Youth Girls Coaches & Team Managers.
- Womens Football Coaches & Team Managers.

The estimated time commitment required as the Youth Girls Coordinator is 4 hour per week.